

VELS ICT Standards

Level 1

1. Safe use and ergonomics.
2. Correct terminology.
3. Introduction to Icons.
4. Mouse Control.
5. Text, Numbers and Images.
6. Create simple Information products.
7. Share Ideas.
8. Response to Multimedia Resources
9. ICT equipment at Home
10. Investigate Purpose of ICT symbols and icons

Level 2

1. Acquire new knowledge and skills.
2. Create and present information meaningfully.
3. Organise and classify material.
4. Editing of text and images
5. Exploration of information products.
6. Emphasis on accurate output.
7. File Management.
8. Emails.

Level 3

Focus

- A. Develop skills for problem solving,
- B. expressing ideas and presenting information.
- C. Basic editing tools.
- D. Techniques for visualising thinking.
- E. Graphic organisers.
- F. File Organisation and management.
- G. Structures of information in different media.
- H. Creation of planned information products.
- I. Spellcheckers.
- J. Criteria of information products.
- K. Collaborative ICT development.
- L. Ergonomics.
- M. Passwords?
- N. Emails.
- O. Use of simple keywords on Internet.
- P. Setting of criteria to assess internet resources.

Visual Thinking

- VT 1. List and order ideas logically and identify relationships.
- VT 2. Retrieve, edit and reuse saved visual thinking strategies.

Creating

- Cr 1. Meaningful file management.
- Cr 2. Passwords
- Cr 3. Development of information products and associated skills.
- Cr 4. Editing modifications and formatting.
- Cr 5. Ergonomics.

Communicating

- Comm 1. Compose, send and reply emails.
- Comm 2. Mailbox folders.
- Comm 3. Use of simple keywords on Internet.
- Comm 4. Setting of criteria to assess internet resources.

Level 4

Focus

- A.** Increased development of
- B.** Visualising thinking.
- C.** Introduction to new tools and software.
- D.** Virtual worlds versus real life.
- E.** Information product development.
- F.** ICT use for problem solving.
- G.** Development of efficiency and effectiveness software functions.
- H.** Development of skills with 3D functions and multimedia tools for problem solving.
- I.** Advanced file management procedures.
- J.** Establishment of electronic portfolio.
- K.** Ergonomics.
- L.** Advanced emailing.

Visualising Thinking

- VT 1.** Application of ICT to represent and explore processes, patterns and C&E relationships.
- VT 2.** Retrieval and adjustment of stored thinking strategies and documentation
- VT 3.** How thinking strategies help to understand concepts and relationships.

Creating

- Cr 1.** High standard of information product.
- Cr 2.** Efficiency development.
- Cr 3.** Portfolio development.
- Cr 4.** Passwords
- Cr 5.** Backup.

Communicating

- Comm 1.** Advanced emailing skills.
- Comm 2.** Uploading to protected public online space.
- Comm 3.** Advanced internet usage.
- Comm 4.** Evaluation of located information.